



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHILD ABUSE AWARENESS & PREVENTION

All staff are required to take an online Child Abuse Awareness and Prevention course annually.

- The online courses typically take 40-60minutes available to take at any time
- **NEW HIRES**-You will receive an email from Praesidium Academy (You're Invited to Praesidium Academy/ Estás invitado a Praesidium Academy) when your 30 day new hire training checklist is created in UKG/Kronos. This email will contain directions and a unique login to take the course through our training vendor. Directions to complete the child abuse prevention course will also be in the checklist in UKG/Kronos.
- **RE-HIRES**-You will receive an email when your 30 day re-hire training checklist is created in UKG/Kronos. This email will contain directions on how to access your checklist. Directions to complete the child abuse prevention course will be in the checklist in UKG/Kronos.
- **ANNUAL RENEWAL**-You will receive an email from Kronos/UKG 60 and 30 days prior to your yearly renewal date. Between 30 and 60 days, you will be assigned a Child Abuse Prevention Training Checklist in Kronos/UKG with directions to take the online training and sign the Staff Code of Conduct.
- Once the online course is completed it will be automatically uploaded to your UKG/Kronos profile by HR. You will need to mark the checklist item as complete. Please wait for the email confirming a checklist has been created. If you don't receive this email within 2 weeks of starting, please contact your supervisor.
- Staff may log in to [Praesidium Academy](http://www.praesidiumacademy.com) (www.praesidiumacademy.com) to take their assigned training. Select the "forgot your password" option and use the email on file in Kronos to reset your password.